

## **INITIAL STEPS**

When an offender is identified as a sex offender at intake, either by current case, prior record, or as listed under Lifetime Considerations in COMPAS, the status keeper will be notified as such and a status of "Intake Sex Offender" will be added by the status keeper.

In addition to case opening activities listed in ECRM-Agent Responsibilities During Intake the assigned agent shall accomplish the activities listed on the Sex Offender Intake Checklist (DOC-2084) within 60 days of the start of supervision.

Sex offenders being placed on probation will have a status of Intake Sex Offender for the first 60 days of their supervision. Sex offenders being released from an institution will have a status of New Release Sex Offender for the first 30 days of their supervision. At the end of the intake period, the status will be assigned based on the COMPAS risk and needs assessment process. Agents trained in the use of the STATIC-99R should use this instrument to guide supervision levels along with professional discretion regarding dynamic risk factors. Approval of the Regional Chief or Assistant Regional Chief is required to classify sex offenders as minimum or administrative levels of supervision. Sex offenders incarcerated in a federal prison or prison in another state may be classified at the administrative level; regional approval is not required in these specific cases.

In exceptional cases, a waiver of intake requirements and the INT-SO classification standards during the intake period may be warranted. Criteria for waiving all or a portion of the INT-SO classification and standards are as follows: completion of COMPAS assessment of risk and needs, completion of all activities listed on the DOC-2084 Sex Offender Intake Checklist and approval of Supervisor. Waiver of the INT-SO classification without meeting the above criteria may only be granted with approval of the Regional Chief.